

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Updated MBO Milestone Chart for Office of Logistics
Fourth Quarter Planning Conference, FY 1983

FROM:

Chief, LSD/OL
3E14 Headquarters

EXTENSION

NO.

STAT

DATE

9 November 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS/OL

STAT

2.

John,

Attached is updated milestone chart for the MBO on the Executive Dining Room. This is the only MBO which the undersigned will address at the OL Quarterly Planning Conference on 6 December 1983 as indicated on the agenda you sent.

STAT

5.

6.

7.

Attachment

8.

9.

10.

11.

12.

13.

14.

15.

Office: OL/LSD/BSB

Objective Statement: Establishment of an Automated Supply System

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending: 9/30/83

O — Scheduled
X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.	0								X			
Input all data required to administer the automated program.			0						X		0	
Verify input against manual records.				0					X		0	
On-line operation of automated system.				0					X		0	
Trial period for manual/automated system												X
NOTE: This system is fully automated.												

Office: OL/LSD/MPB

Objective Statement: ~~Research the feasibility of~~ installing automated gas pump at
the Motor Pool Garage

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending: Fourth Quarter ending 9/30/83

O — Scheduled
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature currently available pertaining to automated fuel dispensing systems					X							
Determine the feasibility of installing automated gas pumps at the motor pool									X			
Prepare cost estimates										X		
If feasible, formulate plans for its implementation												X
NOTE: This milestone chart is complete. Although not an objective on the chart, the automated gas pumps are scheduled for installation in December 1983.												
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CONFIDENTIAL

25X125X1

CONFIDENTIAL

Office: OL/LSD/MPB
 Objective Statement: Develop and Implement an Effective Vehicle Dispatch Plan
 Responsible Officer:
 Significant Funding Amount: \$ FY 83
 Quarter Ending: 9/30/83

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system										X		
Prepare Motor Pool area for installation of computer equipment											X	
Train Dispatchers in the use of the system												
Place system on line												

25X1

25X1

X — Actual

$$\overline{25X1} \quad 25X1$$

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Office: OL/LSD

O — Scheduled

Objective Statement: Improve the physical environment and quality of food and service in the EDR

X — Actual

Responsible Officer: [REDACTED]

Significant Funding Amount: \$ [REDACTED] FY 83

Quarter Ending: 9/30/83

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			X									
Present a proposal for improvement to management				0					0			0
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						X						

Office: OL/LSD/EDR

O — Scheduled

Objective Statement: Improve the physical environment and quality of food and service in the FDR

X — Actual

Responsible Officer:

STAT

Significant Funding Amount: \$ _____ FY 84

Quarter Ending: 9/30/83

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Present a proposal for improvement to management	---	0										

Office: OL/LSD and OL/RECD

O — Scheduled

Objective Statement: To continue to work closely with GSA and to improve service to the

X — Actual

Responsible Officer: [redacted] Agency and obtain independent authority for the

Significant Funding Amount: \$ FY 83 Agency to lease, acquire, or construct real property.

Quarter Ending: 9/30/83

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Meet regularly with project control officer from the Office of the Administrator, GSA		X		X			X		X			
Perform monthly "walk-about" with DDA	X	X	X	X	X	X	X	X	X	X	X	X
Coordinate action items with GSA Buildings Manager	X	X	X	X	X	X	X	X	X	X	X	X
Provide project support officers to out-lying buildings to identify problems, evaluate GSA performance, and coordinate actions	X											

Office: OL/LSD and OL/RECD

Objective Statement: To continue to work closely with GSA and to improve service to the

Responsible Officer: Agency and obtain independent authority for the Agency to

Significant Funding Amount: \$ FY 84

Quarter Ending: 9/30/83

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Meet regularly with project control officer from the Office of the Administrator, GSA		0		0			0		0			
Perform monthly "walk-about" with DDA	0	0	0	0	0	0	0	0	0	0	0	0
Coordinate action items with GSA Buildings Manager	0	0	0	0	0	0	0	0	0	0	0	0
Provide project support officers to out-lying buildings to identify problems, evaluate GSA performance, and coordinate actions	X											